



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

JOB POSTING

Secretary-Treasurer

School District No. 82 Coast Mountains is inviting applications for the position of Secretary-Treasurer. We are seeking an experienced, dynamic and progressive business leader to take on this important and challenging leadership role. This individual is a creative problem-solver and possesses exceptional interpersonal, communication and public relations skills.

In Coast Mountains School District we serve over 4400 students in 19 schools spread out through the communities of Kitimat, Terrace-Thornhill, Kitwanga, Hazelton and Stewart with a budget of 53 million dollars. We are known for strong academic achievement, a thriving trades and careers program, and a rich culture of arts, music and athletics. The district enjoys comprehensive Local Education Agreements with three Nations which is inclusive of ten Bands. The district offers a growing K to 12 French Immersion program in the communities of Terrace, Kitimat and Hazelton.

We enjoy a four season's lifestyle of recreational activities in a spectacular natural setting and a small town community atmosphere. You'll find musical and theatre performances, farmer's markets, cultural events, and a mecca of outdoor pursuits including: world class fishing, hiking, mountain biking, water sports, skiing and golfing outside your door. Add in quick access to larger centers via the Terrace/ Kitimat airport, and affordable housing, it is clear that Coast Mountains is a desirable place to live.

You are a natural relationship builder who knows how to effectively partner with administrators, teachers, support staff, school trustees and the community at large to create and maintain a positive and supportive working environment. Your leadership style is open and transparent, and you are committed to solving problems promptly, professionally and collaboratively.

As Secretary-Treasurer, you will over-see and provide leadership to the Finance, Facilities, Transportation, Information Technology, and Human Resource Departments, and ensure that established priorities in each department align with the Board's primary goals and Strategic Plan; develop, maintain and monitor all business functions pertaining to the operation of the organization; address all corporate affairs of the Board; create and maintain all official Board records including board policy, and agendas and minutes for Board meetings, committee meetings and partner group meetings; prepare annual budgets, financial statements and other financial reports as required.



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The successful candidate will possess:

- *A professional designation in accounting or business management (CA, CGA, CMA);*
- *Superior interpersonal, communication, analytical and problem solving skills;*
- *Demonstrated success at a senior management level, ideally in a BC Public School District or similar public organization;*
- *Exemplary financial planning and management skills;*
- *Experience in labour relations in a unionized environment;*
- *Extensive knowledge and experience with computer technology and computerized financial administration systems;*
- *The ability to work as a positive member of a team supporting both the educational and administration goals of the district;*
- *Outstanding, dynamic leadership skills.*
- *Experience with provincial legislation compliance requirements;*
- *Experience with support of board governance.*

Our district offers a competitive salary and generous benefits including a professional development package and relocation allowances. The preferred commencement date for this position will be January 1, 2019.

Qualified applicants are invited to apply in confidence by submitting a detailed resume with supporting documentation and three (3) professional references by **12:00 noon Monday, October 15, 2018.**

Katherine McIntosh: Superintendent of Schools
katherine.mcintosh@cmsd.bc.ca
Coast Mountain School District
3211 Kenney St.
Terrace, B.C., V8G 3E9

The successful applicant will be subject to the terms of the Criminal Review Act.

Thank you for your interest in Coast Mountain School District 82.